

## EDUCATION &amp; TRAINING TOOLKIT

## Individual Learning Needs Assessment/Skills Checklist

NAME: \_\_\_\_\_ DIVISION: ENVIRONMENTAL

SIGNATURE OF APPROVING AUTHORITY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## FOOD SAFETY SPECIALIST SKILL SET (C.3.2)

Date	Category	Criteria for evaluation	Skill met / evaluation date	Skill unmet / evaluation date	Resources to address learning needs	Date for skill to be met
	General Office Procedures	1. Demonstrates understanding of filing procedures (electronic and hard copy)				
		2. Demonstrates familiarity with food establishment locations				
		3. Consistently demonstrates ability to prioritize food establishment visits according to location (to minimize mileage expense)				
	Protocol	1. Demonstrates use of proper protocol to review food establishment (building) plans and blueprints				
		2. Demonstrates proper procedure for issuing permits				
		3. Demonstrates proper collection of food samples				
		4. Understands and interprets sample results correctly				

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	Regulatory	1. Demonstrates ability to understand and interpret complex laws, regulations, and procedures from federal, state, and local levels				
		2. Demonstrates understanding of Indiana Code with regard to food safety				
	Equipment	1. Demonstrates the ability to use the following equipment: · thermometer (indicate type of thermometer used: _____ ) · light meters · thermo-labels · inspection computer software · pH meter · any other applicable equipment				
		2. Demonstrates correct calibration of instruments				

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	Food Borne Outbreak Investigations	1. Demonstrates adherence to proper procedure for outbreak investigation				
		2. Correctly identifies indicators of food borne outbreak				
		3. Demonstrates ability to collect relevant information in a timely manner				
		4. Demonstrates ethical attitude when interacting with food establishment owners and staff				
		5. Demonstrates knowledge of appropriate response to state and federal food product recalls				
		6. Clearly communicates with and educates food establishment owners and operators regarding proper methods to correct identified operational deficiencies				
		7. Demonstrates ability to prepare and submit reports				

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	Education	1. Demonstrates ability to ensure compliance with relevant regulations by promotion, education, and enforcement				
		2. Demonstrates interest in lifelong learning through attendance at conferences and ongoing self-education				
	Emergency Response	Demonstrates ability to respond to emergency calls during business and non-business hours				